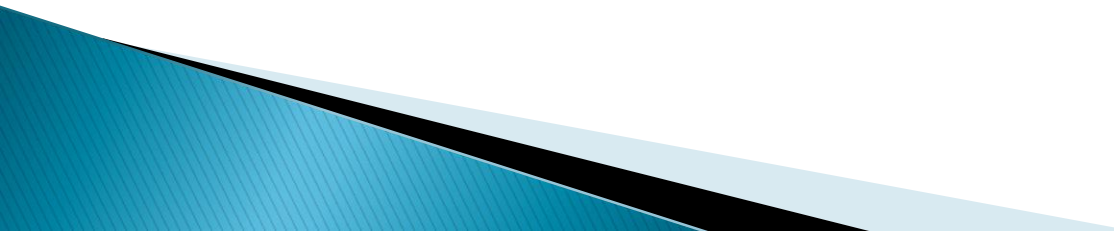# AOI Reporting and Reconciliation

(FY 2012)

Presented by Jamie Infantolino

Arizona Online Instruction (AOI) is governed by A.R.S. § 15-808

AOI schools shall maintain a daily log for each pupil who participates in AOI. The daily log shall describe the amount of time spent by each pupil participating in AOI on academic tasks. The daily log shall be used by the school district or charter school to qualify the pupils who participate in AOI in the school's average daily attendance calculations pursuant to A.R.S. §15-901. (A.R.S. §15-808 (E))

An AOI school should provide each parent/guardian of a student enrolled in AOI with a copy of the Daily Log along with instructions for completing the log. The log must be completed daily by the parent/guardian and filed weekly with the school. However, if the school is able to track a student's hours using computer login times and generate a report of those hours, such a report may be used in place of a parent/guardian-completed log. All logs must be compiled by the school. Once SAIS is ready to accept attendance data, student attendance data must be submitted to ADE at least once every 20 school days through the last day of instruction.
(Also see EX-34 Attendance and Membership Record Keeping)

Tips and Tricks for Submitting SAIS Data

- No calendar is required for an AOI school.

- When submitting the enrollment, the Membership Type must be "T" and the Track Number must be "0" (zero)

- Attendance data, not absence data, must be submitted.

- Attendance data can be submitted by individual day or for a date range if the student received instruction for <u>each</u> day in the range. The range must fit within a Sunday to Saturday timeframe.

How Do I Submit My AOI Students To SAIS?

One method of Data Submission is through SAIS Online.

Remember To Submit Minutes of Attendance

Add Attendance from the Membership Screen

This section is intended to provide step-by-step information regarding adding a student's attendance from the individual student's membership screen in SAIS Online.
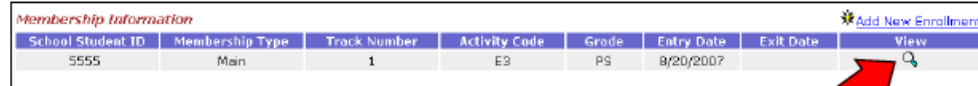
1. From the **Student List** screen, click the **Membership** *magnifying glass* for the appropriate student.
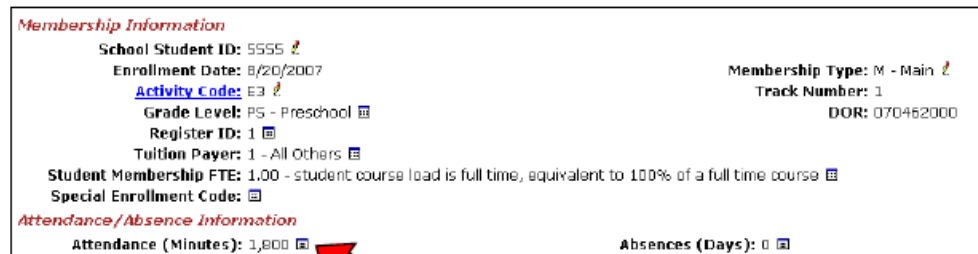
2. From the **Membership** screen, click the **View** *magnifying glass*.

3. Click the *list icon* following the **Attendance** field.
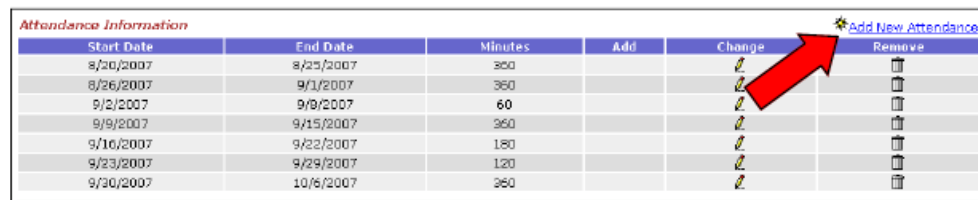
4. Click *Add New Attendance*.

File Submission Through SDDI
(Student Detail Data Interchange)

Files are submitted just like a non-AOI school (see Tips and Tricks page for specific AOI info).

You should contact your student data management system vendor to make sure you are set up to submit AOI data.

AOI ADM Calculation

- Two Methods

    - Enrollment with no End Date

        (ASSUMPTION: student is still receiving instruction)

        An estimate of the completed portion of the required annual instructional hours is derived by determining whether the student has met the Average Daily Required Instructional Time. The Average Daily Required Instructional Time is the number of minutes of attendance the student would need to average each day to meet the full time equivalency of Required Instructional Time.

    - Enrollment with End Date or After End of Year

        (ASSUMPTION: student has completed instruction)

Required Instructional Hours

Grade Range	<u>Annual</u> Required <u>Hours</u>	<u>Annual</u> Required <u>Minutes</u>	Average Daily Required <u>Minutes</u>
KG	356	21,360	119
1–3	712	42,720	238
4–6	890	53,400	297
7–8	1,000	60,000	333
9–12	900	54,000	300

Used with Enrollments with End Date Submitted

Used with Enrollments with <u>No</u> End Date Submitted

ADM Calculation– Enrollment with no End Date

Step 1: Calculate Actual Average Daily Instructional Minutes Received

=Total submitted attendance minutes/number of days of instruction received

Example of 4th grader: (3415 attendance minutes/25 days) = 136

Step 2: Calculate ADM

=Actual Average Daily Instructional Minutes Received / Average Daily Required Minutes

Example continued: (136 actual minutes/297 required minutes) = .458 ADM

ADM Calculation– Enrollment with End Date (or after end of year)

Step 1: Calculate ADM

=Actual Total Instructional Minutes Received / Annual Required Instructional Minutes

Example of 4th grader: (3415 attendance minutes/53,400 required minutes) = .064 ADM

ADM Calculation – Membership Days

Step 1: Calculate Membership Days

= ADM * 100

Example continued: (.458 * 100) = 45.8 membership days

Limited ADM

▶ Like ADM for a student attending a non-AOI school, the AOI ADM will be limited if the student has multiple enrollments during the year.

Brick and Mortar

AOI

Enrollment
(100 membership days)
ADM = 1.0

Limited ADM = .83

(.83 *100) = 83 memb days
(83/100) = .83 ADM

Enrollment
(20 membership days)
ADM = .20

Limited ADM = .17

(.83 *20) = 16.6 memb days
(16.6/100) = .17

Limiting Factor = 100 total fundable days/(100 + 20) = .83

Factors to consider for Limiting
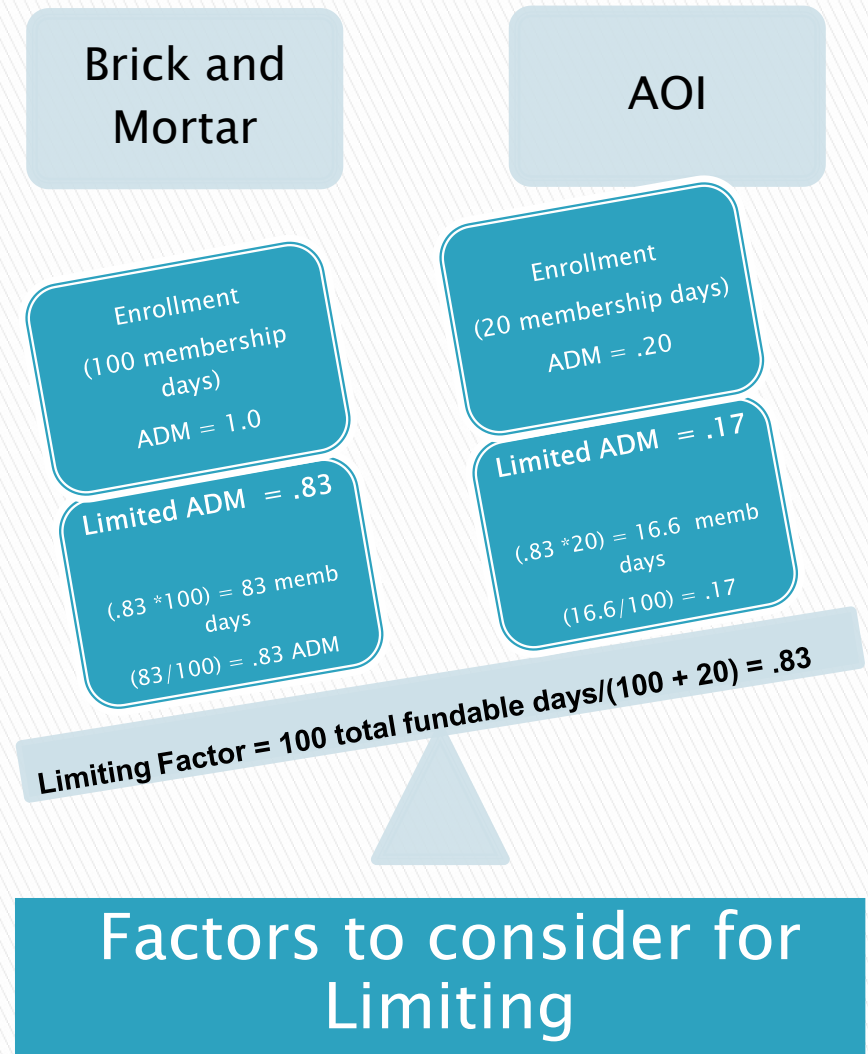
.85 and .95 ≠ ADM

Student's FTE determines the Base Level Support (BSL)
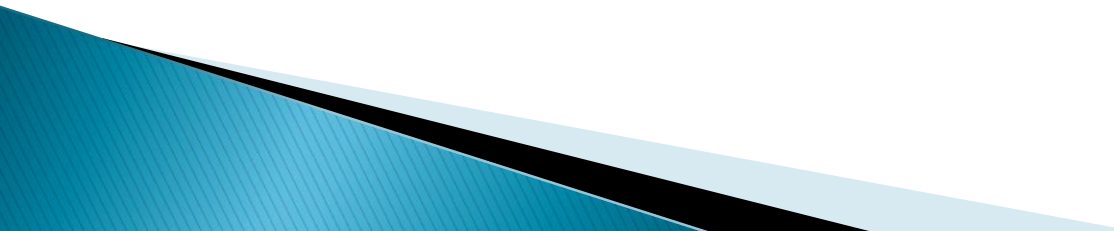
FTE	BSL	FTF Status
1.0	.95	AOI Full – Time
<1.0	.85	AOI Part – Time

- Full Time Funding (FTF) status for students attending an AOI school will be derived based upon the LEA submitted FTE data submitted with each student's enrollment data.

- Example 1: Student has an FTE of .75 and Limited ADM of .75.
  - Funding generated will be .75 ADM at .85 of the base level

- Example 2: Student is full-time (FTE = 1.0) and has Limited ADM of 1.0.
  - Funding generated will be 1.0 ADM at .95 of the base level

Determining AOI FTE

Grade	1 FTE	.75 FTE	.50 FTE	.25 FTE
KG			356 hrs	
1–3	712 hrs & 4 subjects	534 hrs & 3 subjects	356 hrs & 2 subjects	178 hrs & 1subject
4–6	890 hours & 4 subjects	668 hours & 3 subjects	445 hours & 2 subjects	223 hours & 1 subject
7–8	1,068 hours & 4 subjects	801 hours & 3 subjects	534 hours & 2 subjects	267 hours & 1 subject
9–12	900 hours & 4 subjects	675 hours & 3 subjects	450 hours & 2 subjects	225 hours &1 subject

How do I reconcile my data?

▸ Look at the SDADMS 75-1 report (this is your fundable student report) and pay attention to the LIM ADM column– that is the amount of ADM that each student will generate. The LIM amount takes into account multiple enrollments (concurrent and/or subsequent). You will need to verify that all of your fundable students are on this report.

▸ Compare the SDADMS 75-1 to your SDADMS 72 report. The SDADMS 72 report is your enrollment summary report and will show all students who have a valid enrollment at your district/charter– whether fundable or not.

▸ If there are students that are on the 72 report that should be on the 75-1 report but are not, then look at the SDADMS 76 report. The 76 report is the non-fundable report. Students on that report could have a tuition code of 2 (non-fundable) or are non fundable for other reasons such as age.

▸ If the student is on the 72, but not the 75-1 or the 76, check the student detail Integrity status report– they may have failed integrity and the error was never corrected.

Reconciling Data

- On your SdADMS72 (School Level Only) report, you will need to cross reference your data against your school's internal records. Please verify:
  - All enrolled students are listed on the report
  - For each student, they have clear Integrity codes in the codes column (i.e., do not show "4"=failed integrity or "5"=integrity not run)
  - They have the correct first day of membership listed and last day, if applicable

- On your SdADMS75-1 report, you will need to cross reference your data against your school's internal records. Please verify:
  - Attendance was reported correctly
  - Start dates and end dates, if applicable, are entered correctly
  - All students that are fundable (have passed integrity and are eligible for funding) are on the report
  - The FTE was reported correctly
  - The LIM MEM column displays the fundable ADM that each student will generate

Any Questions?

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